

# Job Descriptions

## Mayor

- Listens to residents' questions, concerns, and suggestions and communicates that info to HomesNOW.
- Notify HomesNOW of any incidents or notable activities on or near the site.
- Be available as a contact person for residents to report any general or immediate concerns.
- Residents will notify the Mayor of any inventory needs, such as food, clothing, hygiene products, gear, etc., and then the Mayor will notify HomesNOW of those needs.
- Run weekly meetings.

## Deputy Mayor

- Take on the duties of the Mayor when the Mayor is not present on the site.

## Kitchen

- Oversees the kitchen and comes up with an organizational scheme.
- Ensures residents are keeping the shared kitchen and dining space clean.
- Notifies HomesNOW of any residents who are not cleaning up after themselves.
- Keeps track of community food inventory and notifies HomesNOW of any needs.
- Monitors kitchen equipment and notifies HomesNOW of any problems.
- Delegates these tasks to other residents, as needed.

## Grounds

- Makes sure the site is kept clean and free from litter.
- Empties community trash cans into the dumpster.
- Ensures all residents are properly using recycling and food waste containers.
- Delegates these tasks to other residents, as needed.

## Shower

- Monitors the shower truck.
- Ensures all residents are keeping the shower rooms clean.
- Monitors the potable water tank each day to ensure water is available for shower use.
- Monitors both gray water tanks. When the gray water tank(s) are near full, turns off the water supply in the utility closet and notifies HomesNOW.
- Notifies HomesNOW of any supply needs for the shower, any issues with water temperature, or any other shower issues.
- Delegates these tasks to other residents, as needed.

## Donations

- Receives donations, such as food, clothing, hygiene products, and gear.
- Records the donation on the Donation Receipt Form.
- Maintains an inventory of supplies and notifies HomesNOW when additional supplies are needed.
- Organizes and maintains the storage container.

## Security

- Oversees the security system and reviews cameras.
- Notifies HomesNOW of any safety or security concerns.
- Records incidents on the incident log.
- Required to walk through the site at least once per hour.
- Required to walk the outside perimeter of the site at least once every 2 hours.

- Develop a schedule to delegate these tasks to other residents.

#### **Welcome Desk Lead**

- Signs people in and out of the site (includes anyone who enters or leaves the site: including residents, volunteers, case managers, service providers, visitors, and any other person who enters or leaves the site).
- If there is an emergency, emergency personnel (police, fire, EMT, etc.) are not required to sign-in before entering the site.
- Develops a schedule to delegate these tasks to other residents.

#### **Bathrooms**

- Cleans porta potties by 8am every morning using provided cleaning solution (wipe down toilet seats, make sure toilet paper is filled).

\*\*If a resident cannot cover their scheduled shift due to emergency, illness, they should find someone to cover their shift and notify HomesNOW.

\*\*Security lead will have a walkie talkie and will be required to wear a safety vest.